

**Department of the Interior
U.S. Fish and Wildlife Service
ALASKA STUDENT CAREER EXPERIENCE PROGRAM (SCEP)**

VACANCY ANNOUNCEMENT

**Wildlife Biologists, Refuge Management, Fishery Biologists,
Outdoor Recreation Planners, Fire Persons**

If you are interested in career-related employment which focuses on the protection and conservation of fish, wildlife, and their habitats; offers health/life insurance, retirement benefits, as well as vacation pay; and which could lead to permanent employment with the U.S. Fish and Wildlife Service, maybe the Service's SCEP is for you.

SCEP offers undergraduate and graduate students the opportunity to blend academic studies and Federal work experience into a planned progressive educational program. **The program provides formal periods of work and study while attending school.** Upon successful completion of the student's educational program and work requirements, the student may be eligible for permanent employment under a component of the SCEP program.

These vacancies are open to all qualified students and will be filled at the GS-5/7/9 level. Applications must be postmarked by **January 9, 2004.**

A general job description will be given for each job family recruited for. The job descriptions are as follows:

GS-0499 – Student Trainee (Biology)

Alaska Refuges

Student Trainee (Wildlife/Fish and Wildlife) – Student performs duties associated with birds, mammals, fish amphibians and plants which may include collection and analysis of data associated with the above listed groups; carries out census efforts; collects and records information on habitat conditions, weather data, water level gauge readings, etc.; conducts population surveys and collects and/or identifies specimens; and performs biological studies associated with wildlife populations.

Student Trainee (Fire) – Performs duties associated with wild land fire control/extinguishment and involves such activities as fire prevention, detection, suppression, dispatching, and prescribed burning.

GS-099 – Student Trainee (Outdoor Recreation Planner) – Assists in preparation of public use and interpretive programs, including drafting text for interpretive signs and

publications, developing concept designs for publications and exhibits, developing audio/visual programs, and developing educational programs for the general public; drafts simple interpretive material, such as species lists and basic information on various sites of interest to the public; prepares routine reports; and answers questions for and conducts tours for visitors; responds to public inquiries for information about public use on the refuge and about refuge wildlife and natural resources.

Fisheries and Ecological Services

Student Trainee (Fishery) – Students performs a variety of duties which may include collection of habitat and population data relating to fishery resources, using scientifically proven methods. Participates in planning and development of aquatic restoration projects. Assists with comprehensive aquatic resource inventories, habitat evaluation studies, collection of the field data and other field work.

Student Trainee (Wildlife/Fish and Wildlife) – Student performs duties associated with birds, mammals, amphibians and plants which may include collection and analysis of data associated with the above listed groups; collects and records information on habitat conditions, evaluates potential impacts on habitats due to development or other changes; conducts population surveys and collects and/or identifies specimens; performs biological studies associated with wildlife populations, and participates in the planning and development of aquatic and terrestrial habitat restoration projects.

Conditions of Employment:

Under Executive Order 11935, only United States citizens and nationals (residents of American Samoa and Swains Island) may compete for civil service jobs. Agencies are permitted to hire non-citizens only in very limited circumstances where there are no qualified citizens available for the position.

Occasional travel may be required.

Some disciplines listed require work outdoors, often under adverse weather conditions.

Some of the positions listed may require a drug test.

Other Information:

If claiming 5 point veterans' preference, a DD 214 must be submitted. If claiming 10 point veteran's preference, a DD 214, SF 15, and a current VA letter must be submitted.

How To Apply:

You must submit the following:

**** Students must submit two letters of recommendation. One must be from a college professor or instructor. Letters of Recommendation should not be from relatives or spouses.**

**** Application/Resume:** You must submit a resume, OF 612 (Optional Application for Federal Employment), or any other written application form. Your application must contain the following information: Your full name, mailing address, day and evening phone numbers, social security number, country of citizenship, veteran's preference, high school name, city, and state, college or university names, city and state, majors and type and year of any degrees received, current and previous job titles, duties, and accomplishments, employer's names and addresses, supervisor's names and phone numbers, starting and ending dates (month and year), hours per week, salary, job related training courses, skills, certificates and licenses, honors, awards, and special accomplishments. The OF 612 is available in any Federal personnel office or on the OPM website at www.opm.gov/forms.

**** OF 306:** You may submit an OF 306 (Declaration for Federal Employment). If selected, this form will be required prior to entrance on duty. This form is available in any Federal personnel office or on the OPM website at www.opm.gov/forms.

**** Transcripts:** You must furnish a copy of your transcript for college work completed.

**** DI 1935:** You may submit a form DI 1935 (Applicant Background Survey), which may be requested by our office. Submission of this form is optional.

**** Mail your application package to the address shown below. It is against the law to use Government franked envelopes or any other Government mail system (internal or FAX) to submit applications (18 USC 1719). Applications mailed or sent using these forms of media will not be accepted.**

**** This agency provides reasonable accommodation to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. The decision on granting reasonable accommodation will be on a case-by-case basis.**

**** For hearing impaired applicants, the TTY number is (800) 770-8255. Hearing impaired applicants may contact this number for forms or additional information.**

For additional information about these positions please contact The Diversity and Civil Rights Office at (907) 786-3510.

Please submit your application package to:

DEPARTMENT OF THE INTERIOR
U.S. FISH & WILDLIFE SERVICE
ATTN: DIVERSITY AND CIVIL RIGHTS OFFICE

1011 TUDOR ROAD #301
ANCHORAGE, AK 99503-6119

The U.S. Fish and Wildlife Service is an Equal Opportunity Employer. Selection for this position will be made solely on the basis of merit, fitness and qualifications without regard to race, sex, color, creed, age, marital status, national origin, non-disqualifying handicap conditions, sexual orientation, political affiliation, status as a parent, genetic information, or any other non-merit factors.